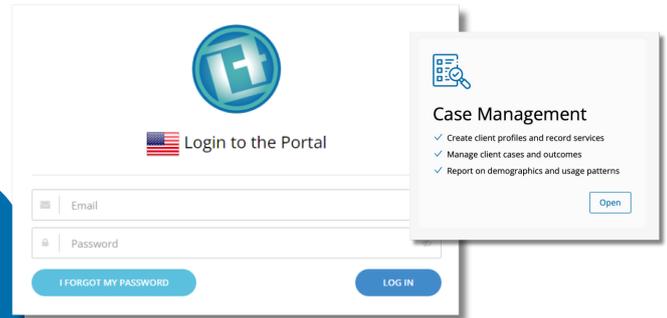# Logging in for the First Time

1

To access your organization's Case Management system, enter your email and password in the login fields. Then, choose your site from the drop-down menu within your Network. Select **Open** on the Case Management tile to record the client visit.

If you don't have access to more than one location, you won't have a drop-down menu available and will be directly logged into your location's site. If your location doesn't have multiple services with Link2Feed, you'll be automatically directed to Case Management.

Login to the Portal

Email

Password

I FORGOT MY PASSWORD   LOG IN

Case Management
✓ Create client profiles and record services
✓ Manage client cases and outcomes
✓ Report on demographics and usage patterns
Open

2

You will then be asked to change your password.
- Enter that same password again in the **Current password** text box.
- Type in your new password in the **New password** text box.
- Re-type your new password in the **Confirm new password** text box.
- Click **Change password** to save your changes.

Renew your password

Current password

* New password

Confirm new password

CHANGE MY PASSWORD   BACK TO LOGIN
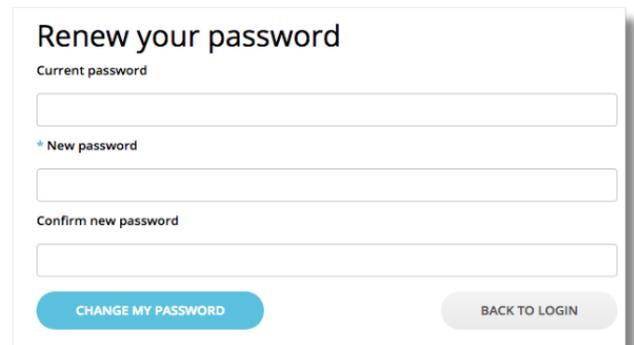
Password Policy:
- **must include at least 8 characters**
- **must include both upper and lower case letters**
- **must include at least one number**
- **must include at least one special character**

Your password will expire every six months and will need to be reset.

3

After logging in, you will be prompted to agree to a disclaimer. Check off the check box and click on the **Agree** button.

This license is personal to you, and it may not transferred, assigned or sub-licensed. Each user in the system needs to agree to their own End User Software License Agreement. For this reason, each unique user should have their own log in credentials.

Link2Feed End User Software License Agreement

Read Link2Feed End User Software License Agreement

☐ I have read and understand the terms of the Link2Feed End User Software License Agreement

Agree   Do Not Agree

Have additional inquiries?

Ask the chat bot, just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!